

BURWELL PARISH COUNCIL
The Jubilee Reading Room
99, The Causeway, Burwell Cambridge. CB25 0DU
Telephone 01638 743142
E Mail burwellpc@btconnect.com

Chairman: Mr D A Reader

Clerk: Mrs Y Rix

Minutes of the meeting of Burwell Parish Council held in The Jubilee Room, 99 The Causeway, Burwell, Cambridge, CB25 0DU at 7.30p.m. on Tuesday 28th April 2015.

Present:- Derek Reader (Chairman), Sylvia Greenaway, Jane Hall, Don Harrison, Gus Jones, Joan Lonsdale, Laura Murfin, James Perry, Mick Scarff, Mike Smith, Liz Swift, Graham Tobbit and Hazel Williams.

District Councillor Lavinia Edwards

1 member of the public

14.04.15 Apologies:- Apologies for absence had been received from Pat Kilbey, Brenda Wilson, and District Councillor David Brown.

15.04.15 Declarations of any interest known to Councillors:- The following declarations were made:
Derek Reader – 24.04.15 Finance (GMH Fence) and 18.04.15 Planning (15/00345/FUL)
Hazel Williams – 18.04.15 Planning (15/00139/FUL)

16.04.15 Approval of Minutes:- The minutes of the meeting held on 14th April 2015 were approved and signed as a true and correct record

Proposed – Joan Lonsdale, Seconded – Hazel Williams.

17.04.15 Public Forum:- No matters were raised during the Public Forum.

18.04.15 Planning Applications: The following planning applications were considered:

15/00345/FUL Mr. Andy Martin – Land between 31 and 33 Baker Drive
Proposed erection of a detached dwelling and garage
No objection

The member of the public in attendance left the meeting.

15/00289/LBC Mr. and Mrs Houlder – May Cottage, 46 High Street
To replace some of the windows on three of the elevations (west, south and east).
No objection

15/00139/FUL Mr. Simon Fenn – Quarry House, 68 Mill Lane
Change of use of land to domestic garden in association with Quarry House and erection of studio annexe
Amendment – Elevational and sectional plans indicating proposed 1m paling fence to northern boundary
Objection – The amendment does not change the view of the Council previously submitted.

**19.04.15
Planning
Decisions:**

The following planning decisions had been received from the District Council:

- 14/00093/LBC Mr. K Graham – Tollgate Cottage, 8 Hythe Lane**
Remove existing gas fore and balanced flue, form new opening and fit new glazed timber screen
APPROVAL
- 15/00160/FUL Mr. and Mrs Macintosh – 40 Silver Street**
Two storey side and rear extensions.
APPROVAL
- 14/01422/PDR Mrs Gwyneth Kerr – Russet Cottage, Mill Lane**
Replacement windows and porch door
APPROVAL
- 14/00100/FUL Mr. A Seaman – 1 Sheepyard Cottages, Heath Road**
Conservatory on side extension
APPROVAL

Jim Perry arrived at 7.40 pm.

**20.04.15
Action
Points
Update:-**

The Action Points Update was considered.

Update on Connecting Cambridgeshire

Connecting Cambridgeshire has been in contact with the resident regarding superfast Broadband in Station Gate and has explained why provision is unavailable. Some improvements will be made to the existing service in the near future.

GMH – Organ

The organ at the Gardiner Memorial Hall does not work properly and therefore is not suitable to be moved to the Cemetery Chapel. Hazel Williams agreed to ask someone with knowledge of organs to look at both instruments to see if either is repairable.

Information from ECDC regarding the provision of dog bins

ECDC has confirmed that dog bins are emptied weekly. They are expensive to provide and are unlikely to be large enough to accommodate the amount of dog waste that needs to be disposed of. There are several roads in the village, including Silver Street, Toyse Lane and Low Road where there is no waste bins provided by the District Council. It was agreed that extra bins would be more beneficial than dog bins and the Clerk was asked to investigate this with East Cambs District Council.

The Clerk gave the following additional updates:

- The monthly trip to Ely did not go ahead in April. The first trip to be carried out by the Newmarket Voluntary Network will be in May.
- Highways have come back with a quote of £96.00 per square metre for concrete grid for the Causeway. The original figure given previously by Highways was for the provision of 100 square metres of concrete grid. This may not be enough to cover the length of the Causeway required. The Clerk asked for a clear indication of where the work should commence prior to obtaining further quotations. It was suggested that the concrete grid should continue along the verge in front of the Jubilee Reading Room, but it felt that this would encourage parking. The option of bollards on this part of the verge to prevent parking should be investigated.
- Confirmation has been received that the Parish Council has been awarded £15,000.00 from WREN towards the provision of the basketball area, outside gym equipment and swing at the Recreation Ground. The Clerk was authorised to make the necessary arrangements for accepting the grant and once done, place an order for the work to be carried out.
- The football goals are now back in place at Jubilee Green.
- A request has been made by a resident regarding the possibility of having a seat near the Co-op. The Council agreed that there was not enough space available at the location to meet the request.
- A report has been received from BBS Surveyors regarding the ceilings at Mandeville Hall. Having eliminated concerns with the depth of the ceiling

plaster and joints, the Surveyor has asked to look at the original plans showing details of the specification for the roof trusses to ensure that they are capable of supporting the boarding installed to the floor of the attic area. Council agreed that they should continue their investigations.

- The results of the consultation for the replacement item of equipment at Jubilee Green concluded that the most favoured item of equipment is the Nattertube with strongman and abacus panels provided by Play and Leisure. The quoted cost for this item is £3,314.00. Members felt that some safety surface such as grasscrete should be provided to protect the grassed area around the Nattertube. The Clerk to investigate this possibility with Play and Leisure. The Council agreed that having carried out the consultation, that this is the item that should be installed.

**21.04.15
County &
District
Council-
lors
Reports:**

The attached reports from Hazel Williams and Lavinia Edwards were noted. Hazel Williams explained that the District Council had awarded £5,000.00 in support of the Ely and Soham Association for Community Transport which has been set up through the Fenland Association for Community transport to continue the service previously provided by Ely and Soham Dial a Ride. She explained that she had questioned the position of the Newmarket Voluntary Network who provides some services for the area including the monthly trips to Ely from Burwell.

Hazel Williams continued by informing Council that discussions regarding the CIL Regulation 123 list had raised concerns over the procedure for submitting projects for consideration. Parish Councils will in future be able to obtain more help from the District Council to develop major projects in order that they can be considered for inclusion on the list. Some District Council members are opposed to supporting projects which should be carried out by the County Council. It has been agreed that this will be an ongoing list. A project being on the list does not however ensure that money will be made available from the fund.

The delivery of the Ely Southern Bypass is now set for 2017.

**22.04.15
County &
District
Matters:**

ECDC – Street Numbering 48a The Causeway

Council noted information received from the District Council regarding the street numbering of the properties known as 48a The Causeway.

Result of submissions of projects for consideration as Regulation 123 projects

Council noted that the projects submitted by the Council for consideration by the District as Regulation 123 projects had all been unsuccessful.

**23.04.15
Other
Reports:**

The following reports were circulated to Council:

BVC News

Emails from Tigers Football Club

Goosehall Farm – Proposed Solar Farm

**24.04.15
Finance**

Council considered the following:

Consideration of Annual Return and End of Year 2014/2015 Finance Report

The Clerk presented the attached Annual Return and End of Year 2015/2015 Finance Report to Council.

Joan Lonsdale proposed, seconded by Sylvia Greenaway that the Annual Return and End of Year Finance Report is adopted.

Council resolved that the Annual Return and End of Year Finance Report are adopted.

Consideration of Annual Governance Statement

Council considered and completed the Annual Governance Statement.

Consideration of payment authorisation for the months of May and June 2015

With two signatories no longer standing and the forthcoming election, in order to eliminate the risk of the Council being unable to meet the requirements of the Financial Regulations in terms of payments, Council agreed that Hazel Williams should be added as a bank signatory.

Consideration of allocation of Alto Prepayment Card

Council agreed that an Alto Prepayment Card should be raised in the name of the handyman and the card currently in the name of Mick Scarff should be closed.

Consideration of quotations for Gardiner Memorial Hall Fence

Three quotations had been received to replace the fence at the Gardiner Memorial Hall. As two of the contractors had not quoted for concrete posts, these contractors will be asked to submit a further quotation which will include concrete posts and a decision will be deferred until these quotations have been received.

Consideration of quotations for replacement of Allotment Shed Roof

Two quotations had been received for the work. One included roof guttering, but there was no indication as to whether this was included in the other quote. The Clerk was asked to question this with the contractor and once confirmed, accept the lowest quotation.

Consideration of quotation for repair work to Cloister Fascia Board

A quotation of £30.00 had been received from Andy Martin Builders to repair the Cloister Fascia Board at the Cemetery. Council agreed that the quotation should be accepted.

Consideration of requests – Burwell Scouting Organisation

The Scouting Association has asked if it would be possible to enter in to an agreement to fix the hiring rate or increases in the hiring rate for the Mandeville Hall over a period of time to allow greater control over their budget. The Scouting Association is one of the organisations that currently benefit from a reduced charitable rate. Mick Scarff explained that when the charges were originally set for the Mandeville Hall, the income and expenditure for the building was unknown and that at some point with the information now available, the Council will need to review the charges. However in the light of the figures, it is likely that no significant increase will be required in the near future and that the Scouts should be informed of this forecast and that their fees will increase up to the charitable rate by 10% per year as set out initially. This will be confirmed annually following the approval of the Finance Working Group recommendations in November.

Mick Scarff continued to highlight to the Council the need to earmark reserves over future years for major work that could be needed to be carried out to the Gardiner Memorial Hall, Mandeville hall and Jubilee Reading Room.

The Scouts had also asked about the possibility of having a key to Hall One and the internal cupboard. After some discussion about the possibility of having a key safe available for a key to be returned to, the difficulties with the number of leaders who would be likely to need access to the key and that the key holder does not always see the Scout leaders following their bookings, Council agreed that they were not prepared to allow the Scouting Association to hold a key for Hall 1.

Council agreed that a letter of thanks in recognition of their work at the Gardiner Memorial Hall should be sent to BBS Surveyors once the defects period has ended and final payment made.

25.04.15 **Correspondence**
None

26.04.15 **To consider the following:**

Possible work to tree at Kingfisher Drive Amenity Area

A resident has asked for some work to be carried out to a tree that is overhanging their property in Hatley Drive. The tree is situated in the Kingfisher Drive Amenity Area. The Clerk was asked to obtain quotes for the work to be carried out and the necessary consent from the District Council as the tree is within the Conservation Area.

Annual Report

There is an opportunity for the Annual Report to be included in the next edition of Clunch. There will be some printing costs involved. The Clerk was asked to organise as last year, with a shorter version being included in Clunch and the full report being available online and from the Jubilee Reading Room,

Annual Parish Meeting

This year's Annual Parish Meeting will be held on Tuesday 5th May 2015 at Mandeville Hall at 7 pm. The format will be the same as previous years. Refreshments will be served.

Meeting Dates 2015/2016

The attached list of meeting dates for the forthcoming year was agreed by Council.

Laura Murfin informed Council that the 100th year anniversary of the Gardiner Memorial Hall coincides with this year's festival. She is trying to coordinate an event to celebrate the anniversary and is hoping that the Museum may be able to assist with information, history and past photos of the hall. Any ideas, suggestions or photographs should be forwarded to her. She would also like to find out if there are still any existing members of the Gardiner family who could be invited to attend the celebrations.

The Chairman on behalf of the Council gave thanks to Mick Scarff, Pat Kilbey and Laura Murfin who will not be standing for re-election for all their hard work and time given over the years in supporting the Council.

There being no further business the meeting closed at 9:05 pm.

Signed this the _____ day of May 2015 _____
Chairman